



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

December 1, 2008

IOWA BULLETIN NO. IA120-9-2

SUBJECT: ADS - MANDATORY PURCHASE CARD TRAINING FOR APPROVING  
OFFICIALS AND CARDHOLDERS

**ACTION REQUIRED BY: JANUARY 30, 2009**

**PURPOSE.** To provide information to existing cardholders on mandatory purchase card training for all approving officials and all cardholders.

**EXPIRATION DATE.** September 30, 2010

US Bank, USDA's new charge card provider, mailed Purchase Cards to all existing cardholders and many of you have already received and activated these cards. In preparation for using these cards USDA, in partnership with US Bank, has developed web-based training (WBT) that must be taken by all existing cardholders and their Approving Officials (AOs) by January 30, 2009.

Attached are two memos from John T. McCain, Departmental Program Manager, at the USDA Charge Card Service Center that provides detailed information for completing the mandatory WBT. One memo is directed to AOs, and the other is to cardholders. All training shall be completed by January 30, 2009, even though the new cards will be available for use by November 30, 2008.

After completion of the training modules:

**AO's (ASTC(FO)s, Roberta Moltzen, Michelle Bales, Allen Gehring, Kathy Wodia and Norm Friedrich):**

Please forward a copy of your training certificate for each module to Michelle Bales, the Local Agency Program Coordinator (LAPC) in the State Office. Please also send Michelle the names of all your cardholders. **AOs who fail to complete the training by January 30, 2009, will have the accounts for any of their cardholders placed in an "inactive" status - i.e., any attempt to use the card will be declined at the point of sale.**

**Cardholders (DCs, AMAs, RC&D Coordinators, Norm Friedrich, Ron Carper, Curt Fopma, Jamie Johnson, Michelle Bales, Sindra Jensen, John Swizdor, Linda Wells and Cindy Slagle):**

Please forward a copy of your training certificate for each module with the name of your Approving Official to Michelle Bales, LAPC. **Cardholders who fail to complete the training by this date will have their accounts placed in an "inactive" status - i.e., any attempt to use the card will be declined at the point of sale.**

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Roberta Moltzen, Allen Gehring, Kathy Wodia, Norm Friedrich, Ron Carper, Curt Fopma, Jamie Johnson, Michelle Bales, Sindra Jensen, John Swizdor, Linda Wells, and Cindy Slagle

Also attached to this bulletin is a certification sheet confirming the destruction of the Bank of America purchase cards that lists the cardholder's name and account number. The cardholders printed name and signature certifies that their BofA purchase card has been destroyed. The printed name and signature of the supervisor certifies that they were present when the card was destroyed. This form must also be sent to Michelle Bales once the card has been destroyed and signatures obtained.

Any questions should be directed to Michelle Bales, LAPC, at (515) 284-4506.

A handwritten signature in blue ink that reads "Richard Sims". The signature is fluid and cursive, with the first name "Richard" and last name "Sims" clearly legible.

Richard Sims  
State Conservationist

Attachments